

INTERNET USE POLICY:

1. PURPOSE. This policy defines the responsibilities of Treasury employees for the appropriate use of Internet services. This policy pertains to the use of the world wide web on the Internet. Electronic Mail is addressed by Treasury Directive 87-03.

2. SCOPE. The policy applies to all employees and contractors performing work for the Department of the Treasury (hereafter called users), its offices, and bureaus, whether the user is working in a Government-designated office, traveling on business, or working from the home.

3. BACKGROUND. The Internet is a world-wide alliance of public networks that employ a common set of protocols for communicating information. Use of the Internet offers tremendous benefits to Treasury users in terms of increased access to information sources relevant to their official duties. However, the Internet also suffers from significant security problems and provides potential access to a wide variety of information not relevant to official duties.

4. POLICY. It is the policy of the Department of the Treasury to provide Internet access to Treasury users where the following conditions prevail:

- Use of the Internet contributes to the accomplishment of official duties;
- Internet access is technically and financially supportable by the office or bureau; and
- Risks to sensitive systems or information from Internet access are minimized to a level acceptable to the office or bureau.

All information generated by users as a result of Treasury-provided Internet access is the property of the Government. Users should also be aware that there can be no expectation of personal privacy or confidentiality in the use of the Internet. Treasury-provided Internet services are routinely monitored to ensure quality of service and may be monitored to detect possible misuse. Internet traffic statistics and information content may be examined by technical personnel, supervisors, and/or auditors in the legitimate performance of their official duties.

Any directly connected access to Internet services from Treasury-provided computers, networks and/or communications services must occur through accredited gateways/firewalls which have been approved by the Office of the Deputy Assistant Secretary (Information Systems) and Chief Information Officer.

Remote dial-up access to Internet services from Treasury-provided computers and/or networks not connected to the TCS must employ appropriate security mechanisms consistent with the sensitivity of the systems and information at risk and the security policies of the office or bureau. These mechanisms typically employ user authentication and encryption.

5. RESPONSIBILITIES. Users have the responsibility to properly use the information gained from accessing the Internet, including the appropriate protection of intellectual property, copyrights, trademarks, and software licenses. Users have a responsibility to ensure that their use of the Internet is consistent with their official duties and does not expose Treasury systems or information to unacceptable risks. Appropriate use is that use which assists in the performance of the official functions of an office or bureau.

Supervisors interpret and authorize appropriate use of the Internet in accordance with the individual office or bureau policy guidance on what constitutes official use for the supervisor's office or bureau.

The use of Treasury-provided Internet access for unofficial and unauthorized use is inappropriate and may be punishable by disciplinary action, up to and including termination, and/or criminal prosecution depending on the nature and severity of the misuse, as determined by an employee's management.

Heads of Treasury offices and bureaus are responsible for ensuring that this policy is disseminated to employees and supplemented with guidelines specific to the organization, its mission, the sensitivity of its systems and information, and labor management agreements where applicable. The Deputy Assistant Secretary (Information Systems) and Chief Information Officer is responsible for disseminating additional policy, as necessary, and providing assistance to Treasury offices and bureaus in its implementation.

6. AUTHORITY.

- 5 USC §301
- TO 101-05

7. REFERENCES.

- 5 CFR §2635.704(b)(1), Government Property Use.
- 5 CFR §2635.101(a), Public Service is a Public Trust.
- TD P 71-10, Department of the Treasury Security Manual, revised December 30, 1994.
- Memorandum from the Assistant Secretary (Management) and Chief Financial Officer, dated March 12, 1996, subject: Treasury Use of the Internet.
- Memorandum from the Deputy Assistant Secretary for Information Systems, dated April 28, 1995, subject: Managing Internet Access.

Approved:

Approved:
Nancy Killefer
(signature)

Nancy

Killefer

Assistant Secretary for Management
and Chief Financial Officer